

TO: Administrators/Food Service Directors

FROM: Sarah Castanis, Director  
Division of Food Distribution

DATE: March 23, 1998

SUBJECT: Annual Inventory Report

Attached is the USDA Annual Inventory Report (KY-FD-10-I) to be used for reporting commodity activities for the period of April 1, 1997 through March 31, 1998. The Annual Report should begin with the ending physical inventory reported on the March 31, 1997, Semi-Annual Inventory Report. All units must be reported by the smallest pack size, as recorded on the Perpetual Inventory Form (KY-FD-20).

**Please complete and return the attached inventory form to the Food Distribution Office on or before April 17, 1998. This form can be faxed to 502-564-7924, without a cover sheet. If you decided to fax this form, there is no need to mail a hard copy. A copy of the completed form must be kept on file at your agency.**

If you have any questions concerning completion of this form, please contact your regional coordinator or Doug Wylie at 502/564-4387.

SC/tu

Attachment

## INSTRUCTIONS FOR KY-FD-10-I SEMI-ANNUAL INVENTORY

- Column 1** - Beginning Balance; Physical Inventory as reported on last Food Inventory (KY-FD-10-I).
- Column 2** - Units Received or Transferred In; Report units received from Distributors or Transferred In from another agency. (Do not report foods transferred within the system).
- Column 3** - Transferred Out or Destroyed; Report units Transferred to another agency, or foods destroyed because unfit for consumption.
- Column 4** - Units Used; report number of units used by system as recorded on Perpetual Inventory (KY-FD-20).
- Column 5** - Physical Inventory; report actual hands on count of units in system on designated ending date of Semi-Annual Inventory.
- Column 6** - Commodity in Distributors Warehouse + Physical Inventory; only enter an amount in this column if commodities are in the distributors warehouse at this time.
- Column 7** - Number of full months the commodity was available for usage (this can be determined from your month reports).
- Column 8** - Average Monthly Usage; divide the units used (Column 4) by the Number of Months Available (Column 7). **REPORT WHOLE NUMBERS ONLY.**
- Column 9** - Number of Months Supply on Hand; Divide Column 5 (Physical Inventory) or Column 6 (Physical Inventory + Distributors Warehouse) whichever, is greater by Column 8 (Average Monthly Usage). **REPORT WHOLE NUMBERS ONLY.**

**NOTE:** If extra space is need, write in the product that needs to be reported on this inventory in the spaces provided.

## **MEMORANDUM**

KY-FD-10-I  
(Rev 3/97)

KENTUCKY DEPARTMENT OF AGRICULTURE  
Division of Food Distribution  
USDA ANNUAL INVENTORY  
**FOR REPORTING PERIOD APRIL 1, 1997 TO MARCH 31, 1998**

\_\_\_\_\_  
Name of Recipient Agency

\_\_\_\_\_  
County

\_\_\_\_\_  
County Code Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date Inventory Made

PLEASE READ INSTRUCTIONS ON BACK BEFORE COMPLETING THIS FORM	(1) Beginning Balance	(2) Units Rec'd or Transferred In	(3) Units Transferred Out or Destroyed	(4) Units Used	(5) Physical Inventory	(6) Physical Inventory + Balance at Dist. Whse.	(7) No. of Months Available	(8) Average Monthly Usage	(9) Number Months Supply on Hand
APRICOTS, FRZ									
ASPARAGUS, CND									
BEANS, PINTO CND									
BEEF, FROZEN GROUND									
BLUEBERRIES FRZ									
CHERRIES FRZ									
DATE PIECES									
FLOUR WW									
MACARONI									
PEANUTS ROASTED									
PEANUT BUTTER									
PEARS CND									
PORK FROZEN GROUND									
PRUNES									
RAISINS									
SALMON CND									
SHORTENING									
SPAGHETTI									
STRAWBERRIES FRZ									

\_\_\_\_\_  
Signature of Official Representative

\_\_\_\_\_  
Date